

RANJANI H

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Al Karama, Dubai, United Arab Emirates

Summary:

- **11 years of experience in KG**
- **Assessor Certified** - NCFE Level 3 Certificate in Assessing Vocational Achievement
- **Cache Certified** - NCFE Cache Level 3 Diploma for the Early Years Educator
- **Master's degree in Childcare and Education.**
- **Diploma in Montessori and Nursery Teachers Training** from Institute of International Teachers Training
- **TESOL Certified** - Pre- & Primary teachers training, American TESOL Institution.
- **Jolly Phonics Certified** – UK – Phonics Power
- **Speed Math (Level 1) Certified** – Abacus Pvt Ltd India

Roles Played:

Teachers Trainer, Coordinator for Curriculum, **Quality Controller** for implementation of the curriculum standards. Provide hands-on training for teachers in group schools, with solid experience and passion for Early Childhood Education.

While the foundational education is with a Degree in Commerce and a Master's in Foreign Trade – my life passion turned towards Early Childhood Education, and I am confident I will be able to make a positive lasting impact with every child that I have been blessed to nurture.

Key Skills:

In serving as a Supervisory Coordinator for Kindergarten - training teachers on the curriculum and that coming from the roots of being a KG teacher, provided me the foundation in acquiring, shaping, and nurturing my skills as a,

- ❖ Natural team player
- ❖ Excellent communication, leadership, and interpersonal skills
- ❖ A thorough professional with a proactive attitude, capable of thinking in and out of the box
- ❖ Expert operations, management and reporting skills
- ❖ Skilled at quick turnarounds with strong emphasis on quality and an eye for detail
- ❖ Proven ability to learn, adapt, innovate, and deliver in a fast-paced environment

Technical Skills:

Microsoft Office – Microsoft Word, Microsoft Power Point and Microsoft Excel

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Experience:

Jun 2021 – Current

- ❖ **Working as Trainer & Assessor at Excel Institute DXB, for the Cache level 2 & 3 Learners.**
- ❖ **BVM Group of Schools - Curriculum & Instructional Specialist.**
- ❖ **Coaching and mentoring on the Lessons Plans, Teaching Methodologies and Teacher's Training.**
- ❖ **Teacher's Observation, feedback, and Professional Discussion sessions.**
- ❖ **Quality Check for Curriculum and Timely report to the management.**
- ❖ **Inspection readiness for Internal Quality Check.**
- ❖ **A CPD Trainer for Bharat Sahodaya Group of CBSE Schools.**

Apr 2018 – Jun 2021

Organization: DPS Dubai (Delhi Private School – Dubai)

Position: **Early Years Practitioner**

Key Responsibilities: Working as a Teacher in DPS Dubai for KG I which has a rich UK Curriculum, and my present CACHE level 3 (EYFS) is very helpful in working in a scenario which has the exact EYFS set up. Participated in all key roles for the KHDA inspection and involved in CPD sessions as Master Trainer for DPS Dubai and Ras Al Khaimah Projects.

May 2016 – March 2017

Organization: SEED School, Chennai – India

Position: **Trainer for Teachers and Quality Controller for Curriculum**

Key Responsibilities: Curriculum Development and Coordination, Training to ensure standards across centers and Quality to manage adherence. I was responsible for over 35 plus branches of SEED Schools in Chennai and outside Chennai (Bangalore, Coimbatore and Madurai). I host and deliver key training programs for all teachers across centers and also visit each of our branches to ensure adherence to the quality standards and smooth functioning of the center. I was reporting directly to the Top management on the curriculum and its effective application. I was responsible to keep standards for all our branches.

Jun 2013 – Mar 2016

Organization: BALA VIDYA MANDIR SCHOOL, Chennai – India

Position: **KG teacher**

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Key Responsibilities: I was serving the school for 3 years as a kindergarten teacher and was also sent for quality check to its various branches and group schools for smooth functioning of the curriculum. I was also responsible for report writing and was involved in rendering different presentations on different topics during training. Was also involved in publishing own books and worksheets.

Nov 2011 – Oct 2012

Organization: BALA VIDYA MANDIR GLOBAL SCHOOL, Bangalore – India

Position: **KG teacher, MUSIC TEACHER**

Key Responsibilities: Worked for Bala Vidya Mandir School as a KG Teacher and music teacher. Some of my responsibilities include managing music faculty, report writing, process documentation (IPST), library management, vendor management and outsourcing of various needs for the school.

Apr 2002 – Apr 2005

Organization: Bhakta Prahlad Pre-School

Position: **Founder Head**

Key Responsibilities: Experience of running a Pre-school, for 3 years, inculcating values and Vedic heritage into little minds towards making them distinguished leaders of the society.

Responsible for recruiting teachers. Managing the systems and activities and overall management of the school.

Corporate Experience:

Expertise in procurement, vendor relationship management and customer relationship.

May 1997 – Aug 1998

Organization: PENTAFOUR COMMUNICATIONS LIMITED

Position: **Procurement / Commercial Assistant**

Key Responsibilities:

- ❖ Worked in the Commercial department in preparation of Purchase orders, by interacting with different vendors, floating enquires and assessing prices.
- ❖ Have created a very strong vendor database to help in the execution of deals.
- ❖ Managed purchase deals to meet customer expectations, and proactively identified and mitigated risks.
- ❖ Consolidated stocks and maintained other stock related reports.
- ❖ Worked for the Company's ISO team, as a co-coordinator to interact with all the departments in collecting information for the Certification.
- ❖ Helped the team in documentation of various data related to purchase of Hardware and Software.

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- ❖ Had a good customer feedback and review system to excel in further growth and uphold the customer satisfaction.

Achievements:

- ❖ Received several accolades for accomplishments in large projects such as Muthoot finance, etc.
- ❖ Appreciated by the leadership for implementing a quality management system (ISO 9000)

Learning Gained

- ❖ Relationship management with vendors
- ❖ Vendor management
- ❖ Continuous review and updates in Customer satisfaction.

Nov 1996 – Apr 1997

Organization: UCAL Machine Tools

Position: **Computer Operator**

Key Responsibilities:

- ❖ Helped in Computerization of the Company's documents.

May 1996 – Oct 1996

Organization: GEC ALSTOM LIMITED

Position: **Apprentice Trainee (Accounts, Sales Tax & Income Tax Dept.)**

Key Responsibilities: As a Fresher from college, learnt work right from filing to Accounting and Tax deduction at Source.

Learning Gained: The corporate way of doing things.

Academic Qualifications:

- ❖ Cache Assessor course (ongoing, ends in April)
- ❖ Cache level 3 in the year 2019
- ❖ Master's Degree in Child Care and Education – 2019
- ❖ Master's Degree in Foreign Trade, Pondicherry University - 2003
- ❖ Bachelor's Degree in commerce, Vaishnav College, Chennai - 1996

Other Certifications & Qualifications:

- ❖ Certification from TESOL for Pre and Primary teachers training
- ❖ Certification from the Jolly phonics UK
- ❖ Certification from Ideal play abacus for Speed Math level 1
- ❖ Senior grade hi-speed typing skills
- ❖ MS Power point and MS Word

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Personal Details:

Hobbies: Reading, Crafts, Art, Music, Content writing

Extracurricular Activities: State awards in Music and Volleyball

Reference:

Ms.Jayanthi Aravamudhan,

Former VP GISS Queenstown Singapore

Former Principal of GISS Malaysia

Present Deputy Director BVM Global group of Schools and BVM International